

Spec. Code:	2997
Occ. Area:	02
Work Area:	212
Prob. Period:	6 mo.
Prom. Line:	none
Effective Date:	12/15/78

TELEVISION BROADCAST EQUIPMENT OPERATOR

Function of Job

Under general supervision, operates video and audio switching/routing equipment to deliver on-air television programs.

Characteristic Duties and Responsibilities

1. operates video and audio switching/routing equipment to deliver programs, station breaks, and announcements on-air according to pre-established program log
2. makes programming changes according to established guidelines in event of program discrepancies or emergencies
3. notes all programming changes in station program log
4. operates character generator to print on-screen announcements, such as programming changes, school closings, weather bulletins, or election returns
5. records own voice and broadcasts audio cartridges as needed for weather bulletins and other emergency announcements
6. explains station program practices to viewers/callers after normal business hours
7. monitors transmitter operation and reports deviations or malfunctions
8. operates audio tape cartridge equipment and audio board as necessary
9. performs related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

none

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to learn the operation of video and audio switching/routing equipment for television broadcast
2. ability to learn television terminology and procedures
3. ability to make rapid arithmetical calculations
4. typing ski 11 of 15 words per minute
5. ability to keep detailed records
6. ability to work under constant time pressure
7. ability to make program change decisions independently, according to established guidelines
8. ability to deal tactfully with the public
9. clear speaking voice